Invoices are created from the main invoice screen that is displayed after logging-in to the application. Creation of invoice requires items to be created. You can also select customer and the sales executive while creating an invoice.

Note: Please make sure you have items available for selection before creating invoice. Although items are available if you have started with sample database, you will have to create your own items if you have started with a blank database.

You can refer 'How to add an item in HDPOSsmart ' tutorial on our website to create your first item in HDPOS.

The steps to print your first invoice are as below:

1. Run **HDPOSsmart**

2. Select Items using item name or barcode

3. Selected items get added to the invoice grid

4. Add more items as required.
5. Select Customer and Sales Executive

6. Click on **Pay Now (F8)**

7. Enter the amount received from the customer against relevant payment modes

8. Click on **Save and Print Invoice (F5)**

9. The invoice will be printed as shown below.